



City of Westminster

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Human Resources Department
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September 7, 2011

Orange County Grand Jury
700 Civic Center Drive West
Santa Ana, CA 92701

RE: City of Westminster Response
Compensation Study of Orange County Cities

The following is the City of Westminster's response to the Orange County Grand Jury's report, "Compensation Study of Orange County Cities". As directed, the City has responded to Findings F.4 and F.7 as well as Recommendations R.1 and R.2.

Finding F.4: Public disclosure of municipal compensation levels is widely inconsistent, ranging from good to non-existent.

Response: The City of Westminster's compensation plans are available on the City's web site at www.westminster-ca.gov. The City's main web page has a clearly labeled tab for City Departments, under which the user can easily find the Human Resources Department. From there, the user can then easily find the section labeled "MOUs & Salaries". The documents available include salary ranges for all full-time and part-time positions, as well as compensation paid to elected officials. The City also provides this information in response to individual requests for public information.

Finding F.7: There is currently no disclosure of written employment contracts on the majority of cities' websites.

Response: The City of Westminster does not currently post individual employment contracts on the City's web site. The City does, however, provide this information in response to individual requests for public information.

Recommendation R.1: Transparency – All cities in Orange County report their compensation information to the public on the Internet in an easily accessible

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manner. The Compensation Disclosure Model (Appendix 4) provides a sample as to the items that should be included in determining total compensation.


Response: The City of Westminster provides compensation information on its public web site as described in response to Finding F.4 above. The City will continue to evaluate the recommendations of the Grand Jury with respect to the format of compensation disclosure.

Recommendation R.2: Employment Contracts – Each city reveal any individual employment contracts in an easily accessible manner.

Response: The City of Westminster does not currently post individual employment contracts on the City's web site. The City does, however, provide this information in response to individual requests for public information. The City will continue to evaluate the recommendations of the Grand Jury with respect to disclosure of individual employment contracts.

Please feel free to contact my office if you should have any questions regarding this response.

Sincerely,



Eddie Manfro
Director of Human Resources
CITY OF WESTMINSTER